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August 10, 2005

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

SUBJECT: **WORKFORCE DEVELOPMENT PROGRAM – FY 2004-05,
FOURTH QUARTER REPORT**

At its May 22, 2001 meeting, the Board directed the Department to prepare quarterly reports on the Workforce Development Program ("WDP"). The attached report covers the fourth quarter of Fiscal Year 2004-05, namely the April 1, 2005 through June 30, 2005 period. Some of the training highlights include:

- Seven of the ten students who graduated from the LVN-to-RN nursing program at East Los Angeles Community College have taken the State RN licensure exam, with six having passed and one who is waiting for the test results. Four of the six who passed have been promoted to the RN position, while another is waiting to be promoted and the remaining person who passed is being contacted to determine her GED status. Three of those who did not pass will be re-taking the exam in July or August 2005.
- From the ten employees participating through the Tuition Assistance Program, five passed the State licensure exam, with three of those being promoted to RN and two to LVN positions. Out of the remaining five, two are continuing their nursing education, two are currently attending an HCWDP-sponsored NCLEX review course, while another person will be taking his State licensure exam in August 2005.
- All five students who completed their Licensed Vocational Nurse training at St. Francis Career College took the State exam for LVN licensure. Three of the five passed and were promoted, another passed and is awaiting placement, while the remaining person is still waiting for the results of her State exam.
- Twenty-two employees completed their Registered Nurse training at El Camino

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Community College on May 27, 2005. These graduating students will now be offered an NCLEX-RN review course to prepare them to pass the State test for RN licensure. The review course will given from July through September 2005.

- In February 2005, a new generic Registered Nurse training program was started at El Camino Community College. As of the end of June 2005, 30 students continued in the program.
- In March 2005, a new LVN-to-RN was started at East Los Angeles Community College. As of June 2005, 32 students continued in the program.
- A combined total of twenty-four employees continued with their training to become Licensed Vocational Nurses. The training is being conducted at LAC+USC's School of Nursing and Allied Health and at the Olive View/UCLA Medical Center. The training is scheduled to conclude in September 2005.
- A combined total of fifty-three employees completed a 12-week Basic Spanish course. The classes were held at several DHS facilities.

Additional information is provided in the attached report. Please let me know if you have any questions or concerns. Diane Factor, the Director of WDP, is available to your staff for questions. She may be reached at (213) 639-2221.

TLG:DF:ad
d/fourthquarterreportfy04-05.mem

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors



LA HEALTH CARE WORKFORCE DEVELOPMENT PROGRAM

Fourth Quarter Report

FY 2004-05

* An Educational Partnership of the County Department of Health Services and
Service Employees International Union, Local 660

WORKFORCE DEVELOPMENT PROGRAM

**An Educational Partnership of the County's Department of Health Services and
SEIU Local 660**

Quarterly Report Fiscal Year 2004-05 – Fourth Quarter

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EXECUTIVE SUMMARY

This report summarizes the training and educational activities of the Workforce Development Program ("WDP") for the reporting period April 1, 2005 through June 30, 2005.

Major highlights for the Fourth Quarter include:

- Twenty-two employees completed their Registered Nurse training at El Camino Community College on May 27, 2005. The graduating students will now be offered to attend a NCLEX-RN review course to prepare them to pass the State exam for RN licensure. The review course is scheduled from July through September 2005.
- From the ten employees participating through the Tuition Assistance Program, 5 passed the State licensure exam, with 3 of those being promoted to the RN and 2 to the LVN positions. Out of the remaining five, two are continuing their nursing education, two are currently attending a NCLEX review course sponsored by HCWDP, while another person will be taking his State licensure test in August 2005.
- As of the end of June 2005, thirty employees continued with the second generic Registered Nurse training program at El Camino Community College.
- As of the end of June 2005, thirty-two licensed vocational nurses continued their LVN-to-RN nursing training program at East Los Angeles Community College. The 14-month training is scheduled from March 2005 through May 2006.
- A combined total of twenty-four employees continue with their training to become Licensed Vocational Nurses at LAC+USC Medical Center's School of Nursing and Allied Health and at Olive View/UCLA Medical Center. The training is scheduled to conclude in September 2005.
- All five students, who graduated from the St. Francis Career College, took the State exam for LVN licensure. Three of the five passed and were promoted, another passed and is awaiting placement, while the remaining person is still waiting for the results of her test.
- Seven of the ten students who graduated from the LVN-to-RN program at East Los Angeles Community College have taken the State RN licensure exam, with six having passed and one waiting for the test results. Four of the six who passed have been promoted to the RN position, while another is waiting to be promoted and the remaining person who passed is being contacted to determine her GED

status. Three of those who did not pass will be re-taking the exam between July and August 2005.

- One hundred one employees completed a two-day workshop on the topic of "Influencing through Communications".
- A combined total of fifty-eight employees completed a Basic Computers course at various Department of Health Services (DHS) facilities.
- A combined total of fifty-three employees completed a 12-week Basic Spanish course. The instruction was conducted at several DHS facilities.

The attached report provides additional details on training and educational activities.

WORKFORCE DEVELOPMENT PROGRAM

An Educational Partnership of the Los Angeles County Department of Health Services and
Service Employees International Union Local 660

FY 2004/05 Fourth Quarter Report (April 1, 2005 through June 30, 2005)

Training Goal	Area of Training	Purpose	Status	Number Trained/In Training During Reporting Period
3.1	Communications	To provide portable skills for employees to provide enhanced quality services in a health care environment.	(A contract with Van Tassell Consulting, Inc. to provide up to forty (40) 2-day workshops entitled "Influencing through Communications" was approved by the Board of Supervisors on October 8, 2002.)	One Hundred one employees completed the 2-day communications workshop in the 4th quarter of FY 04-05. (To date, 2401 employees have completed the training on "Communications").
3.3	Basic Computers	To educate beginning computer users to learn how to effectively use and operate a computer.	In the 4th Quarter of Fiscal Year 2004-05, basic computer training continued to be provided to employees of the Department of Health Services to enhance their ability to more efficiently use computers in the work environment.	Fifty-eight employees of Olive View-UCLA; LAC+USC; King/Drew; Harbor-UCLA Medical Centers; and Rancho Los Amigos National Rehabilitation Center completed their basic computer training in the 4th Quarter of FY 04-05. (To date, 411 DHS employees have completed this training).
3.2	Basic Spanish	To provide DHS employees with basic Spanish language tools and techniques that can be effectively applied in the work setting.	Interactive basic Spanish courses continued to be offered in the 4th Quarter of FY 04-05 at various Department of Health Services sites. The classes are held over 12-week periods.	Fifty-three DHS employees completed a Basic Spanish class for health care providers during the 4th Quarter of FY 04-05. (To date, 545 employees have completed the training).

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2.2	Specialty Nursing and Nursing Education	To implement training programs to address critical staff shortages in nursing services.	<p>A second LVN-to-RN training program was instituted at the East Los Angeles Community College to provide an expedited avenue for interested and qualified licensed vocational nurses in DHS to become registered nurses.</p> <p>Assistance is provided to graduating nursing students to take the State-administered NCLEX test for RN licensure.</p> <p>A LVN training program for DHS employees was provided at St. Francis Career College. The training concluded in October 2004.</p> <p>Licensed Vocational Nurse training programs were initiated at LAC+USC's School of Nursing and Allied Health and the Olive View/UCLA Medical Center. Instructors from LAUSD provide the training. The training is scheduled from March 2004 through September 2005.</p>	<p>Thirty-two students continued with their LVN-to-RN training program that was developed under contract between DHS and East Los Angeles Community College (ELAC). The training started March 2005 and is scheduled to conclude May 2006.</p> <p>Four of the ten graduating LVN-to-RN students from the ELAC class, three from Tuition Assistance, and four from the "Welcome Back" program who took the NCLEX-review, have passed the State exam and are now registered nurses. The other six LVN-to-RN students from ELAC are waiting to either: 1) take the State exam; 2) receive test results; or 3) to be promoted.</p> <p>Three of the graduating students have been promoted to LVN, and other two are either waiting to be promoted or for the State licensure exam results.</p> <p>A total of twenty-four employees remain in the two DHS LVN programs (13 at LAC+USC and 11 at Olive View/UCLA).</p>

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2.2	Specialty Nursing and Nursing Education	To implement training programs to address critical staff shortages in nursing services.	<p>Two Generic Registered Nurse training programs, for DHS employees, were established at the El Camino Community College.</p> <p>Established courses to better prepare DHS employees who are interested in nursing careers, as LVNs or RNs.</p>	<p>Twenty-two employees completed their Registered Nurse (RN) training program in May 2005. These students were from the first generic RN program at El Camino Community College. Starting in July 2005, these students will be offered NCLEX-RN preparation classes to assist them in passing the State test for RN licensure.</p> <p>The second generic registered nurse training program at El Camino Community College started in February 2005 and is scheduled to conclude in May 2007. Thirty students continued with this training as of the end of the 4th quarter of FY 04-05.</p> <p>Eighty-four employees started attending a Pre-LVN bridge class at Rancho Los Amigos. The class started in May 2005 and is designed to prepare students to enter the LVN program at Citrus College in August 2005.</p> <p>Forty-two employees started attending a Pre-RN class at HCWDP. The class started in June 2005 and is designed to prepare students to enter the RN program at Cerritos College in September 2005</p>

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2.2	Support skills for nursing personnel	To provide specialized nursing training to enhance the ability of nurses to provide quality care to a diverse patient population.	Programs in EKG interpretation, physical assessment, for newborn, pediatric, and adult patients were conducted at various DHS facilities.	<p>Five technicians completed a 40 hours "Basic Dysrhythmia for Unlicensed Personnel" course that was held from March through April 2005.</p> <p>Twelve nursing employees completed a 3-day Basic Dysrhythmia (EKG) course at El Camino Community College. The course covered the treatment of dysrhythmias, including medication therapy and nursing intervention.</p> <p>Nine nursing employees completed a Pharmacology: Medications and Math calculations course at El Camino College. The course was conducted from March through April 2005.</p>